

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Chief, Victim and Survivor Rights and Services
Office of Victim and Survivor Rights and Services
CEA Level 3

FINAL FILING DATE: **SEPTEMBER 25, 2006**

SALARY RANGE: **\$8,030 - \$8,854**

DUTIES/RESPONSIBILITIES:

Under the general direction of the Assistant Secretary of Victim and Survivor Rights and Services, the Chief, Office of Victim and Survivor Rights and Services (OVSRS) is responsible for administering the overall programs and activities within the California Department of Corrections and Rehabilitation (CDCR) related to crime victims and survivors of the Department's offenders.

Duties include, but are not limited to:

- ☐ Supervising, hiring, and training all OVSRS staff whose functions involve services to victims and survivors of juvenile and adult offenders.
- ☐ Overseeing budget, contract, and procurement processes for OVSRS; overseeing OVSRS various funding sources, including state and federal grants, interagency agreements and special deposit accounts.
- ☐ Ensuring the department's compliance with victim-related legislative mandates.
- ☐ Developing, implementing, and managing a comprehensive restitution collection system.
- ☐ Assisting in developing and providing training for offenders and staff regarding the impact of crime on victims and overseeing and providing direct services to crime victims.

- ☐ Representing OVSRS and the Department at meetings and conferences affecting victims statewide and nationally; serve on internal executive management teams.
- ☐ Meeting with local criminal justice personnel, such as judges, court personnel, prosecutors, defense attorneys, and probation officers; representing the department at professional organizations and speaking at workshops or other training sessions.
- ☐ Communicating with other managers and executives whose areas of responsibility affect crime victims and survivors; coordinating OVSRS representation before commissions and committees; responding to informational requests from external groups regarding various offender/victim-related issues.
- ☐ Supervising the preparation of written departmental issue papers, budget change proposals, proposed regulations, policies, procedures, grant proposals, instructional documents, technical documents, personnel documents, legislative proposals, and victim-related materials.
- ☐ Participating in victim-related activities with the Federal Department of Justice, Office for Victims of Crime, and the National Institute of Corrections.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Also, applicants must satisfy the following minimum qualifications:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and

support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

- ☐ Demonstrated, broad administrative or program manager experience with substantial participation in the formulation, implementation, operation, and/or evaluation of program policies in areas including, but not limited to victim rights, legislative mandates, court compliance, and tracking systems.
- ☐ Experience in budget management including principles, practices and methods of fiscal accountability, procurement, and contracts.
- ☐ Broad and extensive experience in the management of a comprehensive program for a large multi-faceted agency or organization; and the knowledge of the research methods, court proceedings, legal principals, court compliance and mandates.
- ☐ Experience in public administration, personnel management, and leadership, which demonstrates the ability to motivate and train staff, wards and inmates; and knowledge of the Departments equal employment opportunity program objectives and a manager's role in achieving an equal employment opportunity workplace.
- ☐ Managerial and program administrative experience which includes substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination, and fiscal management.
- ☐ Experience which demonstrates the ability to communicate effectively both orally and in writing, with Legislators, local criminal justice personnel, the public, victims, offenders, governmental agencies, and executive staff.
- ☐ Demonstrated experience in representing the Department before the legislature, control agencies, and local governments statewide and nationally; and in developing cooperative working relationships with advocate groups, victim organizations, multidisciplinary staff, regulatory agencies, prison advocacy groups, and gain the confidence and support of top level administrators.

Supervisory/administrative experience in a managerial capacity, including the execution and/or evaluation of program policies at least equivalent to the level of a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator. Experience should demonstrate the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in this bulletin, using predetermined evaluation criteria. Candidates may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Statement of Qualifications may not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief, Victim and Survivor Rights and Services, Office of Victim and Survivor Rights and Services, CEA Level 3 vacancy. For further information regarding this position, please contact Xina Bolden at (916) 327-8028 or xina.bolden@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) must be submitted and postmarked by **September 25, 2006** to Xina Bolden, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.

DEPARTMENT OF CORRECTIONS AND REHABILITATIONS

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*